

Exhibit 1 Due Diligence Checklist

Miami-Dade County Office of Inspector General searchable website
Vendor Registration documents, affidavits, and applicable licenses (ADPICS, BTS, and the Florida Department of Business and Professional Regulation
(<http://www.myfloridalicense.com/dbpr/>)
Insurance, and/or bonds, as applicable
SBD Violations Report (<http://www.miamidade.gov/sba/reports-history-of-violations.asp>)
Florida Convicted Vendor List
(http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list)
Contractor Debarment Report (<http://www.miamidade.gov/sba/reports-debarment.asp>)
Delinquent Contractors (http://wasiap.miamidade.gov/ARI/menu_1_0.do)
Goal Deficit Make-Up Report (<http://www.miamidade.gov/sba/reports-goal-deficit.asp>)
Suspended Contractors (<http://egvsys.metro-dade.com:1608/wwwserv/ggvt/bnzawbcc.dia>)
Florida Suspended Contractors
(http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/suspended_vendor_list)
Federal Excluded Parties List System (<https://www.epls.gov/>) -- SAMS
Sudan-Iran Affidavit (<http://www.sbafla.com/fsb/LinkClick.aspx?fileticket=iePW9X7I3-E%3D&tabid=751&mid=2409>)
State of Florida Corporations (Sun Biz) (<http://www.sunbiz.org/search.html>) (or State of Corporate Registration)
Capital Improvements Information System (CIIS) database, if applicable
(http://intra.miamidade.gov/CIIS/CIIS_Menu_Main.asp) (*Construction only*)
A&E Technical Certification Report (<http://www.miamidade.gov/procurement/technical-certification.asp>) (*Design and Professional Services only*)
Pre-Qualification Report (<http://www.miamidade.gov/procurement/pre-qualification-certification.asp>)
(*Design and Professional Services only*)
Web search for compliance and performance record (including Better Business Bureau and other jurisdictions)
Reference checks for contracts similar in scope (including County departments, other agencies, and companies/firms). *If a contractor has performance or compliance issues on another contract, the scope of that contract must be compared with the subject contract.*
Tax returns, Financial Statements (Audited), Pro Forma statements, and other financial documents/statements
Local public records search (including the Miami-Dade Clerk of Courts <http://www2.miamidadeclerk.com/public-records/>)
Dunn & Bradstreet financial reports*
Public Access to Court Electronic Records (PACER) litigation reports*

* These are subscription-based services. Please contact Procurement Management Services if a project warrants access to these services.